

HEADQUARTERS US AIR FORCE
Assistant Chief of Staff, Intelligence
Washington DC 20330-5100

INOI 55-4
21 September 1984

Operations

AF/IN-AFIS CONTINUITY OF OPERATIONS

This INOI establishes policy for supporting the Continuity of Operations Plan. It requires that AF/IN-AFIS appoint representatives to coordinate planning matters and establishes responsibilities and procedures governing the AF/IN Continuity Plan (COP AF/IN). It applies to personnel assigned to AF/IN, AF/INE, AF/INY, and to AFIS activities specifically tasked under the AF/IN Continuity of Operations Plan as concurred in by the Commander, AFIS.

1. Reference Material:

- a. Department of the Air Force Continuity of Operations Plan (COPDAF).
- b. HOI 11-12, Planning for the Continuity of Essential Air Force Functions During Emergencies.
- c. Continuity of Operations Plan, Air Force Intelligence (COP AF/IN).
- d. INOI 55-1, AF/IN-AFIS Participation in JCS Command Post Exercises (CPXs).
- e. INOI 55-3, AF/IN-AFIS Support of HQ USAF Contingency Support Staff (CSS).

2. Continuity of Operations Policy:

- a. The COPDAF is the principal document for planning for the continuity of essential HQ USAF functions in a major crisis situation. The COP AF/IN is written to support COPDAF.
- b. Relocation responsibilities under COP AF/IN take precedence over all other details and assignments. Personnel assigned to COP AF/IN relocation positions (known as relocatees) will not be assigned to the HQ USAF Contingency Support Staff (CSS).
- c. The following AF/IN-AFIS staff elements are designated as task organizations for continuity planning:
 - (1) Assistant Chief of Staff, Intelligence (ACS/I).
 - (2) Directorate of Estimates (AF/INE) including AFIS/INO.

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(3) Directorate of Intelligence Plans and Systems (AF/INY) including AFIS/IND.

(4) Directorate of Target Intelligence (AFIS/INT).

(5) Directorate of Soviet Affairs (AFIS/INC).

(6) Directorate of Security & Communications Management (AFIS/INS).

(7) Air Force Special Activities Center (AFSAC).

(8) Office of Administrative Support, ACS Intelligence (AF/INA).

3. Responsibilities and Procedures of AFIS/INO: The Branch Chief, AFIS/INOZC serves as the AF/IN Continuity Planning Officer. This officer is responsible for maintaining the currency of COP AF/IN and:

a. Advises the ACS/I and appropriate task organizations on significant developments in continuity and emergency actions planning.

b. Acts as AF/IN-AFIS OPR for Air Staff (AF/IN and AFIS) coordination on all matters pertaining to continuity planning.

c. Ensures AF/IN-AFIS compliance with HOI 11-12, and update all supporting INOIs.

d. Provides initial orientation briefing for newly assigned COP AF/IN relocatees and rebrief selected participants prior to any deployment exercise.

e. Arranges orientation visit to the Air Force Emergency Operations Center (AFEEOC) Fort Ritchie, MD, for all COP AF/IN relocatees.

f. Publishes, maintains, and disseminates a current COP AF/IN relocatees roster of primary and alternate incumbents for each COP AF/IN position.

g. Ensures that all relocatees secure Fort Ritchie identification passes.

h. Participates with AF/INA in annual inventory of AF/IN and AFIS collateral holdings at AFEEOC.

i. Establishes AF/IN and AFIS emergency notification procedures for COP AF/IN Alert Cadre and relocatees.

4. Responsibilities and Procedures of the Task Organizations. The task organizations:

a. Ensures assigned COP AF/IN positions are manned at all times (reference paragraph 1c).

b. Inform AFIS/INOZC as soon as possible of any reassignment, retirement, or separation action affecting a COP AF/IN relocatee.

c. Ensures relocatees are familiar with COP AF/IN and are prepared to assume their assigned functions.

d. Participates as required in exercises executing the COPDAF.

e. Ensures Ft Ritchie passes are returned to AF/INOZC when relocatees are removed from the COP AF/IN roster.

f. Review and update annual inventories of AF/IN collateral and SCI holdings, stored at the AFEOC (to be provided by AF/INA and AFIS/INSD).

g. Ensures that all personnel, who are not delegated as COP AF/IN relocatees, are familiar with emergency evacuation procedures (reference paragraph 1c).

5. Responsibilities and Procedures of the Office of Administrative Support, ACS/Intelligence (AF/INA). AF/INA:

a. Provides a team to physically inventory AF/IN's collateral holdings at the AFEOC prior to 1 May of each year, and coordinates changes to X000B's listing.

b. Maintains an inventory listing (using computer lists prepared by AFCOS/X000B) of all collateral AF/IN-AFIS intelligence holdings at the AFEOC. Provides this listing to all AF/IN-AFIS task organizations for review and updating 30 days after the inventory.

c. Submits the revised inventory to AF/INOZC 30 days after being reviewed by all AF/IN-AFIS task organizations.

d. As new intelligence materials become available, coordinate with appropriate task organizations to determine if there is a requirement for this material in the alternate files.

e. Arrange for dissemination of collateral intelligence documents, original and recurring (including supersession, updates, and changes), to the alternate files.

6. Responsibilities and Procedures of the Directorate of Security & Communications Management (AFIS/INS). AFIS/INS:

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a. Functions as AF/IN OPR for preparing and maintaining Annex F to COP AF/IN, including updating and maintaining SCI file of hard copy documents within the Fort Ritchie SSO.

b. Maintains, coordinates, and updates a semiannual inventory of SCI holdings with task organizations.

b. Furnishes clearance status of AF/IN-AFIS personnel to Fort Ritchie SSO, when required.

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